

ROSEBUD COUNTY

Job Description

CLASS TITLE: Public Health Administrative Assistant
DEPARTMENT: Rosebud County Public Health
ACCOUNTABLE TO: Rosebud County Public Health Director

PRIMARY OBJECTIVE OF POSITION: Under the supervision of the Public Health Director, performs a wide variety of public health related tasks. The Administrative Assistant serves as a liaison to provide outstanding customer service, ensures efficient operation of the department/programs/services. Provides support to the entire team through a variety of job duties related to public health and safety. Organizes, schedules, responds to inquiries and implements office procedures and billing systems. This position requires strong communication with excellent time management and organizational skills.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements are limited and may include prolonged sitting, walking, and lifting up to 20#'s (greater with assistance);
- Must follow all safety policy and procedures set forth by Rosebud County to prevent injury or contamination in the workplace;
- Must follow all policies/procedures set forth in the Rosebud County policy manual or by the Public Health Department;
- Traveling is required where employees may be exposed to inclement weather, (heat/cold/snow/ice Etc.) may occur; Must be able to get in and out of a vehicle, and has the ability to drive a vehicle. Travel will include but not be limited to: the two Public Health locations, Vaccine Delivery, Conferences, Trainings, Programs/Education (schools, health fairs, screenings, testing, clinics,) Etc.;
- Must complete any continuing education requirements as required;
- Must possess a current valid Montana Driver's License;
- Performs assigned duties and delegated tasks in the Public Health office in a professional, accurate and timely manner. Must be a team player!
- Works regularly with information which is confidential and must comply with HIPAA Privacy Policies at all times during and after work hours.
- Maintains the Chain of Command; communication is essential to a healthy work atmosphere.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Assist to inform, educate and empower people about health issues;
- Assist with mobilizing community partnerships to identify and solve health problems in the county;
- Adhere to the laws and regulations that protect health and ensure safety;
- Link people to needed health services, assure the provisions of health care when otherwise unavailable;
- Research new insights and innovative solutions to health problems, develop new programs as required;
- Be educated in the areas related to immunization practices, communicable disease, and health education;
- Implements and maintains complete professional records, reports and important information pertaining to Public Health function;
- On call/overtime hours may be needed, for public health emergencies and communicable disease reporting or as assigned by the Public Health Director or the Rosebud County Commissioners;
- Remains up to date on compliance issues, Public Health regulations, insurance information;
- Maintains County, State, and Federal paperwork as required;
- Maintains patient records in a professional accurate manner, updating as necessary;

- Organize the scheduling of patient and maintain the accuracy of the scheduled appointments;
- Work closely with the Director to ensure that the office processes have smooth transitions;
- Supports the day-to-day operations by performing administrative tasks and ensuring high quality customer service for our patients;
- Has excellent organizational skills to maintain office function and Public Health programs;
- Has the ability and skill set to multi task, prioritize duties and is a detailed oriented person. It is essential to the accuracy and time management in the job duties they must perform;
- Exhibits excellent professional oral and written communication skills with the public and co-workers
- Performs data entry into programs related to job;
- Works with other entities to keep office information updated and correct;
- Organizes Public Health Functions as directed;
- Maintains professional contact and collaborates with public, other agencies, and health care facilities. The ability to perform Public Health duties is directly affected through the communication and rapport established;
- Requires substantial contact with the public, agencies, and other health care employees, and requires the ability to perform duties that will directly affect communication and rapport that is established;
- Hazards and discomforts are generally controllable, however exposure to communicable diseases exists;
- Works as a team with the Public Health staff: maintaining a professional working relationship at all times:
- Collaboration efforts with healthcare providers, staff, other organizations/individuals; providing Public Health Services to all of Rosebud County.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

- The supervision of other employees or assigning job duties/tasks to another employee is the Director's responsibility.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENT:

- Minimum Qualifications- High school diploma or GED. Public Health experience preferred. One or more years of experience performing complex office/administrative duties in a medical or health-related office setting. Must have the ability to perform basic office functions and computer-related duties.

ADDITIONAL EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Public Health will deliver the services, education and programs of the Public Health Department to all of Rosebud County.
- Complete as needed:
Billing/Insurance/Deposits/Inventory/Record Keeping/Reminders/ Deliverables/Reports/Advertising Etc.

TEAM EFFORT-RESPONSIBILITIES:

- Attends all meetings, teleconferences, webinars, regional meetings, and yearly workshops as required; Scheduling Appointments/ Faxing/ Answering Phone Emails /Chart & Paperwork Accuracy/ Office Filing/ Shredding/ Making Copies/ Office Organization & Tidiness/ Opening and Closing the Office (first and last one in the building)/ Public Health Related Errands/ Bulk Mailings/ Data Entry/ Customer Service/ Other Office Responsibilities / Vaccine Management as required;
- Performs other job duties that may be assigned by the Public Health Director.

Reasonable accommodations may be made to enable individuals with disabilities or health concerns to perform any non-essential job function. Revised 4-20-2023